

## **TO BE SUBMITTED WITH BUILDING APPLICATIONS**

1. Application completely filled out.
  - Commercial building permit: White folded paper
  - Three different Residential permits:
    - Permit to Repair: Brown Single Page (i.e. decks, addition, renovation, new homes, and demolition):
    - Roofing, Siding, Windows: White NCR (carbon) Paper
    - Signs, Solid Fuel Appliances, Tents, Misc.: Yellow NCR (carbon) Paper

The owner of record **MUST** sign the application. We will not accept a signed contract  
There is a space to provide who is hauling the construction debris out of Lexington, and where it is going.

2. Workman's Compensation Affidavit
  - **The Certificate of Insurance must accompany the Workman's Comp Affidavit**
3. Copy of Construction Supervisors License (CSL) and Home Improvement Contractors Registration (HIC)
  - If Homeowner is pulling the permit we do not want this information.
  - If Contractor is pulling residential permit we always need both CSL & HIC. There is only one instances when HIC is not needed
    - When the home is not owner occupied (i.e. it is a rental property)
  - **For Demolishing and Re-building a home:** If the property is owned by the homeowner **not** a developer then a Home Improvement Contractors Registration (HIC) is required.
4. Plot Plan with required information for any exterior work (i.e.: dormers, bay windows, decks, replacing existing porches): 4 copies for new homes, 3 copies for all other projects
5. Copies of Plans: 4 copies for new houses, 3 copies for all other projects. **(Smoke and carbon monoxide detectors must be shown on plans, or Fire Department will not review)**
6. **If a street opening permit is needed (driveways) the permit from Engineering Dept. Or Mass Highway must be submitted with the building permit application.**
7. If engineered lumber is being used in the project a list of all engineering calculation with the engineers / architects stamp must be provided
8. **Energy Information:**
  - For new houses the preliminary report from the HERS rater must be submitted with the application.
  - For all other projects with insulation being installed: This information must follow 780 CMR appendices AA (Stretch Energy Code) (ie: U value of windows must be .30 or lower)
9. **A Check for the permit fee:** This fee is based on the estimated value of the project.
  - *For brand new houses the fee is based on the square footage provided by applicant*
  - All other projects: \$12.00 per 1,000.00, of estimated valuation; we always round up to nearest 1,000. The minimum permit fee is \$30.00.
  - Microfilm Fee: This is a flat fee also based on the estimated value of the project.

\$200,000.00 and under	\$10.00
\$201,000.00 up to \$999,999.00	\$25.00
1 million and up	\$200.00

